

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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December 21, 2004

FROM: **DAVID H. SLAUGHTER**, Director
Real Estate Services Department

SUBJECT: **LEASE AGREEMENT FOR COUNTY-OWNED PROPERTY WITH OPTION
HOUSE, INC.**

RECOMMENDATION: Approve a month-to-month lease agreement with Option House, Inc. (OHI) for 220 square feet of County-owned office space in San Bernardino at no cost.

BACKGROUND INFORMATION: OHI has occupied County-owned office space in the Courthouse located at 351 N. Arrowhead Avenue in San Bernardino for many years at no cost. OHI's occupancy had never been formally documented by a lease agreement. OHI provides a service to the community by assisting walk-in visitors to the Courthouse with initial legal services including restraining orders, fee waivers, custody, visitation rights and referrals.

The County Administrative Office (CAO) determined that OHI's occupancy should be documented and requested the Real Estate Services Department (RESO) prepare a formal lease agreement. Due to the pending seismic retrofit project, which will require the relocation of OHI from the Courthouse, it was determined that a month-to-month agreement would be the most appropriate.

The lease terms are summarized as follows:

Lessee:	Option House, Inc., a California Non-Profit Corporation (Velda Griffin, Executive Director)
Location:	351 N. Arrowhead Avenue, San Bernardino
Size:	220 square feet
Term:	Month-to-month
Options:	None
Rent:	In lieu of rent, Lessee provides free legal services to the community
Annual increases:	None
Improvement costs:	None

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Custodial:	Provided by County
Maintenance:	Provided by County
Utilities:	Provided by County
Right to terminate:	Either party may terminate with 30-days notice
Parking:	Sufficient for Lessee's needs

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by County Counsel (Rex Hinesley, Chief Deputy County Counsel, 387-5480) on November 12, 2004 and the County Administrative Office (Daniel R. Kopp, Administrative Analyst, 387-3828) on December 13, 2004.

FINANCIAL IMPACT: Leasing this property will provide no revenue to the County; however, in lieu of rent, OHI provides a public service by offering legal services to the community. The County bears a minimal cost for providing maintenance, utilities and custodial services for the 220 square feet of office space occupied by OHI.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item, concurs with RESD's proposal, and recommends this action based on the need to continue the services offered by OHI to the community of San Bernardino. Either party may terminate this agreement with 30-days notice.

SUPERVISORIAL DISTRICTS: Fifth

PRESENTER: David H. Slaughter, Director, 387-7813

SD: 387-7814
mf: 387-7825